

# General Plan

**Submit Application  
Packet**

[See Planning Division's Published Project Review Timelines](#)

**Administrative Completeness**  
*Follow the checklist provided*

Accepted

Returned

1<sup>st</sup> Review

Missing Information Provided

Accepted

Returned for  
Corrections

Accepted

Withdraw  
Submittal

Subsequent Submittals

Accepted

Returned for  
Corrections

Public Notice and Public Hearing  
[Land Development Code Sections 5.205 and 5.206](#)

Inactive cases  
are closed after 180  
days

**Notice of Decision**

# General Plan

- The General Plan is a comprehensive long-range guide for orderly growth and development in the community.
- Prior to submitting an application for a General Plan amendment, an applicant must complete the Neighborhood Meeting and Pre-Application meeting review process.
- Applicants requesting modifications may be required to provide additional written notice to adjacent properties, describing how said properties would be specifically impacted by such modifications.
- Changes may be made to the text or map of the General Plan. Amendments to the General Plan may be initiated by the Town or by formal application by the owner(s) or their agents, of real property within the Town planning area boundaries.
  - Major Amendments – Applications shall be filed no later than May 31<sup>st</sup> of each calendar year in order to be considered in that year and heard by Town Council at a single hearing during the calendar year in which they were filed. A major amendment is defined in Chapter 1: Amendments of the [Gilbert General Plan](#).
  - Minor Amendments – Applications for minor amendments may be filed at any time.
- Prop 207 Waiver (Diminution in Value)
  - Title Report – If the title report is more than a month old, it will not be considered current.
  - Proof of signatures rights will be needed for LLC's or Corporation's.
- All applications to amend the General Plan shall be subject to a citizen review process. The citizen review process shall at a minimum consist of a neighborhood meeting or a work session of the Planning Commission.
- General Plan requests will be heard by the Planning Commission and the final decision will be made by Town Council. Scheduled meeting dates can be found on the [Town Public Meeting dates](#) calendar.
- Useful Links on Gilbert's Planning & Development webpage:
  - [Development Fee Schedule](#)
  - [Planning Division Project Review Timelines](#)
  - [General Plan Character Area Map](#)
  - [Zoning and Land Development Code](#)
  - [Zoning Map Noting Overlay Zoning Districts](#)

## General Plan

### Submittal Formatting, Required Materials and Checklist:

- ☐ Over the Counter Submittal:
  - ☐ **Submit electronic copy of ALL** required items on checklist. **(No 24" x 36")**
  - ☐ Submit a hard copy (8.5" x 11 or 11" x 17" only) of the entire packet with the electronic copy and payment. **(No 24" x 36")**
  - ☐ **Purge** images of unnecessary blocks and layers (single layer).
  - ☐ **Save each exhibit as a separate PDF per document naming below.**

#### Document Naming:

- ☐ Exhibit 1: Application
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Parcel/Aerial Map
- ☐ Exhibit 4: Proposition 207 (Diminution in Value) Waiver Form with Exhibits
- ☐ Exhibit 5: General Plan Exhibit
- ☐ Exhibit 6: Legal Description
- ☐ Exhibit 7: Pre-Application Meeting Comments and Responses
- ☐ Exhibit 8: Neighborhood Meeting Materials
- ☐ Exhibit 9: Market Study (if required by Town)
- ☐ Exhibit 10: Traffic Impact Analysis/Study (if required by Town)
- ☐ Exhibit 11: Neighborhood Notice

### Checklist

- ☐ **Exhibit 1: Application**
  - ☐ Must be fully completed and signed.
- ☐ **Exhibit 2: Project Narrative**
  - ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length;
  - ☐ Description of proposed General Plan changes;
  - ☐ Why the current classification is not suitable;
  - ☐ Explanation on how the proposed change is compatible with adjacent properties and other elements of the General Plan;
  - ☐ Any unique physical characteristics of the site present opportunities or constraints for development under existing classification;
  - ☐ Explanation on the availability of public utilities and services;
  - ☐ Proposed fiscal impact of future development based on evaluation of projected revenues and additional cost of providing public facilities and services to accommodate project increases or decreases in population and development; and
  - ☐ How the proposed amendment affects the ability of the community to sustain the physical and cultural resources, including air quality, water quality, energy, natural and human-made resources necessary to meet demands of present and future residents.

☐ **Exhibit 3: Parcel Map/Aerial Map**

- ☐ Maricopa County Assessor Parcel Map (8.5" x 11" –Highlight project area and provide parcel number (s))
- ☐ Aerial with Parcel Boundary

☐ **Exhibit 4: Proposition 207 Waiver with Exhibits**

- ☐ Notarized [Proposition 207 Waiver](#) (Diminution in Value) with required exhibits
  - ☐ Exhibit A – Title Report (current)
  - ☐ Exhibit B – Legal Description & Map of Site
  - ☐ Exhibit C – Requested action setting forth any modifications, changes, deletions, or additions.

☐ **Exhibit 5: General Plan Exhibit**

- ☐ Vicinity Map;
- ☐ Graphic scale, north arrow, exhibit date;
- ☐ Existing roadways/ right-of-ways;
- ☐ Black and white line drawing of proposed land use classification gross boundaries;
- ☐ Adjacent land use classifications, adjacent properties, and structures within 300 feet;
- ☐ Project data table including: gross and net acres, current and proposed General Plan classification(s) and percent of total acreage in each land use classification.

☐ **Exhibit 6: Legal Description**

- ☐ Metes and bounds description of the property including total gross acreage, sealed and signed by a Registered Engineer or Surveyor; and
- ☐ Electronic file of legal description with an electronic signature.

☐ **Exhibit 7: Pre-Application Meeting Comments and Responses**

- ☐ Responses to the comments from the Pre-Application Meeting

☐ **Exhibit 8: Neighborhood Meeting Material**

- ☐ Neighborhood Notice Letter; sign in sheet from meeting, map & property owner information within 300 ft. (660 ft if in Santan Character area) for neighborhood mailing and the Neighborhood Meeting Minutes

☐ **Exhibit 9: Market Study (if required by Town)**

- ☐ The Town may require a market study to evaluate the economic and fiscal impact of the proposed amendment on the town and other land uses. The market study will be the financial responsibility of the applicant and contracted by the Town to ensure objectivity.

☐ **Exhibit 10: Traffic Impact Analysis/Study (if required by Town)**

- ☐ The Town Traffic Engineer may require a Traffic Impact Analysis/Study to determine the impacts of the request.

☐ **Exhibit 11: Neighborhood Notice**

- ☐ Please refer to Section 5.602.A.3 of the Land Development Code for requirements;
- ☐ A parcel map highlighting properties within 300 feet, Homeowners Associations and neighborhoods within 1000 feet of the property and the typed names and address of all property owners identified on parcel map (<http://mcassessor.maricopa.gov/>);
- ☐ Neighboring properties whose property rights are negatively impacted by the proposed project require a separate comprehensive notice detailing the proposed changes and how it impacts their property.



## Plan Type: General Plan

Pre-Application #: \_\_\_\_\_

Description (Proposal Name): \_\_\_\_\_

Address or Location: \_\_\_\_\_

Request (work class): ☐ Major ☐ Minor ☐ Text

**Request Summary** (briefly describe proposal here and attach a detailed narrative):

\_\_\_\_\_  
\_\_\_\_\_

Current General Plan Land Use Classification(s): \_\_\_\_\_

Proposed General Plan Land Use Classification(s): \_\_\_\_\_

APN/Tax Parcel Numbers: \_\_\_\_\_

Gross/Net Acres: \_\_\_\_\_

General Plan Character Area: ☐ Santan ☐ Heritage District  
(if applicable) ☐ Gateway ☐ Morrison Ranch

Overlay Zoning District: ☐ Santan Freeway Corridor ☐ Phx/Mesa Gateway Airport  
☐ Vertical Development

### Property Owner: (All information must be provided)

Name (print): \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*If signature is not provided above, a letter of authorization from the property owner is required.

### Applicant/Contact: (All information must be provided)

Company: \_\_\_\_\_

Contact \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Administrative Completeness Review

Staff will review the application to ensure all required documents and information has been included. If required information is missing, applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be conducted. Staff may also determine if the request does not fall under the purview of this application type.

### **A.R.S. § 9-843. Prohibited acts by municipalities and employees; enforcement; notice**

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.